

From: [Carroll, Craig](#)
To: [Smith, Monica](#)
Cc: [Webster, Susan](#); [Williams, David \(R7\)](#); [Martin, John](#); [Spurlin, Steve](#); [R6HarveyInfo](#)
Subject: RE: summary from 6pm RIC/RICT call - 1) reporting by ops to REOC sitl 2) metrics
Date: Friday, September 1, 2017 8:48:08 PM

Thanks Monica. Added a few things below in blue.

From: Smith, Monica
Sent: Friday, September 01, 2017 8:20 PM
To: Carroll, Craig <Carroll.Craig@epa.gov>
Subject: FW: summary from 6pm RIC/RICT call - 1) reporting by ops to REOC sitl 2) metrics

From: Smith, Monica
Sent: Friday, September 01, 2017 6:55 PM
To: John Martin <Martin.John@epa.gov>
Cc: R6HarveySITL <R6HarveySITL@epa.gov>
Subject: summary from 6pm RIC/RICT call - 1) reporting by ops to REOC sitl 2) metrics

- 1) Please send some bullets on the daily ops by 2pm to the reoc sitl for us to report at 3pm. This is information for the Administrator.
 - Please use the following formatting
 1. Font: Calibri 12 font
 2. Only single spacing should be used for narrative portions.
 3. Tables should be provided in Excel and should have legends.
 4. No acronyms should be used without having been spelled out first.
 5. Please try not to use passive language. For ex: have been
 6. In your summaries please include the date (month, day, and year) format for activities. For example: August 29, 2017
- 2) Metrics – [Need solid numbers \(time, distance, mass, population, dollars, or some derivative thereof\)](#). Also need to show :
 - a. Aspect – we have cleared ### targets. Identify any limitations in getting the work completed.
 - b. ER – need bullets
- 3) Plans for the next day
- 4) Beaumont plans
- 5) [Plans for RMP and/or FRP facilities recon.](#)

John is the plan for your teams to follow up on the RMP facilities identified by Aspect?

Monica Smith
US EPA Region 6
Superfund Division
Emergency Management Branch
Planning, Prevention, Readiness & Response Section (6SF-EA)
1445 Ross Avenue
Dallas, TX 75202-2733
214-665-6780 office
469-766-3398 cell